



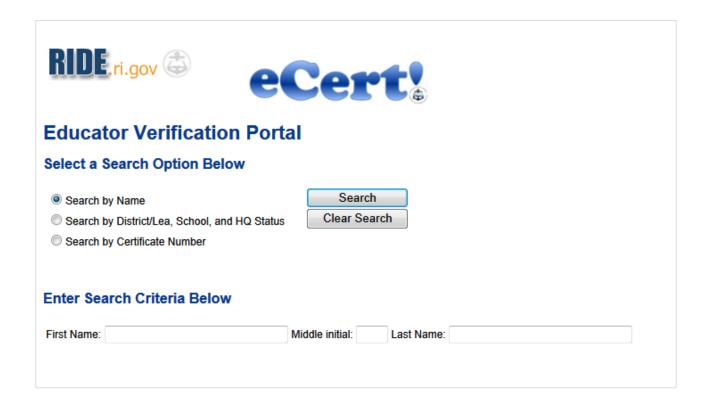
This guide contains information on using the Educator Verification Portal. From this portal users can:

- A. Search for and verify the credentials of the educator, as RIDE no longer prints certificates (potentially used by other State Departments of Education, hiring agencies etc.)
- B. Search for and view a list of educators, for every LEA in Rhode Island, along with information about their certifications, Highly Qualified status and expiration dates of their certification.

The Educator Verification Portal can be accessed by going to http://ecert.ride.ri.gov/public/

From this page, you may search for an educator in 3 ways:

- 1. By name
- 2. By the District/LEA and/or School assigned, as well as the Highly Qualified (HQ) status
- 3. By the certificate number

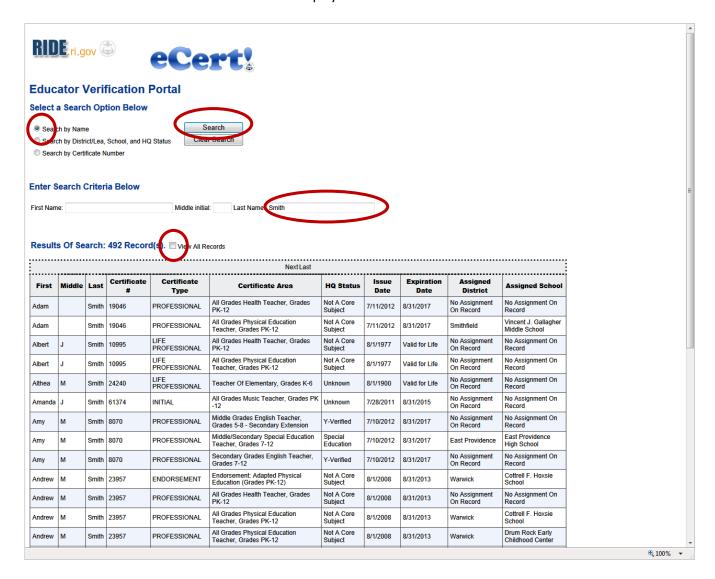






#### **Option 1: Search by Name**

- 1. Search for last name 'Smith' returns the following screen, with details about the certificate number, type, area, HQ status, issue and expiration dates, and the LEA and school assignment. You can narrow the selection by entering a first name in addition to the last name.
- 2. Click the check box titled 'View all records' to display the entire list of records

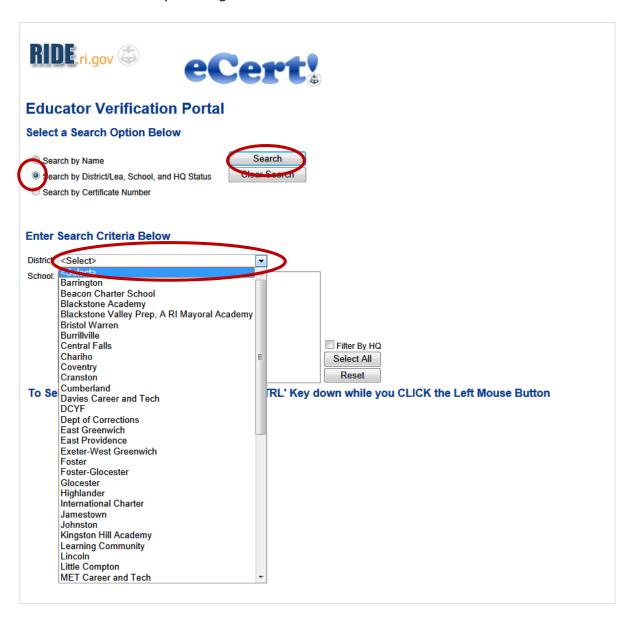






#### Option 2: Search by District/LEA, School and HQ status

1. To search by LEA or school, and select the LEA from the district menu. The data can be filtered to **one or more schools** within the LEA by selecting the schools in the list.







2. Click the 'Select All' button on the right of the box to select all the schools as well as district office.



3.





## **Option 3: Search by Certificate Number**

1. Select the third option to search for an educator by the number printed on their certificate





# **Educator Verification Portal**

## Select a Search Option Below

Search by Name	Search
Search by District/Lea, School, and HQ Status	Clear Search

## **Enter Search Criteria Below**

Search by Certificate Number

Certificate Number:	